



## Certificate of Compliance Application Submittal Requirements Checklist



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The following list identifies the submittal requirements for Certificate of Compliance, and **is designed to be used as a one page checklist (by customers/staff) at time of submittal of the application.** (See "Submittal Details Checklist" for additional information, clarification and samples for items below).

### SCREEN CHECK:

- 1) **Subdivision Submittal Information Application - Certificate of Compliance** **Provided - ☐**  
Completed, signed, and notarized by record owner)
- 2) **Agent Authorization Letter** (if applicable) **Provided - ☐**
- 3) **Letter of Request** **Provided - ☐**
- 4) **Deeds of Record Creating Parcel** **Provided - ☐**
  - Deed dated prior to May 24, 1962 (if existing)
  - Deed dated prior to March 4, 1972 (if existing)
  - Current ownership deed
- 5) **Exhibit "A" - Legal Description** (if applicable) **Provided - ☐**
- 6) **Exhibit "B" - Map** (if applicable) **Provided - ☐**  
Must be drawn in black ink on 8 ½" x 11" form provided, with the following information:
  - Location of the project site
  - Existing parcel layout**Exhibit "C" - Site Plan** (if applicable) **Provided - ☐**
- 7) **Water Supplier and Sewer Agency Letter** **Provided - ☐**
- 8) **Deposits and Fees** **Provided - ☐**
  - Map Processing Deposit (\$500.00)
  - Map Checking (County Surveyor - \$756.00 deposit)

\*\*\*\* If the project is located within any of the specific areas:

- Ranch Plan Planned Community
- North Tustin
- Foothill Trabuco

Please also refer to the related appendix for the particular area.\*\*\*\*

### ZONING BASICS

Site Permits

APN Pages

Zoning  
Regulations

### FOR STAFF USE ONLY

Color Aerial